


ArtsWA Grants Online

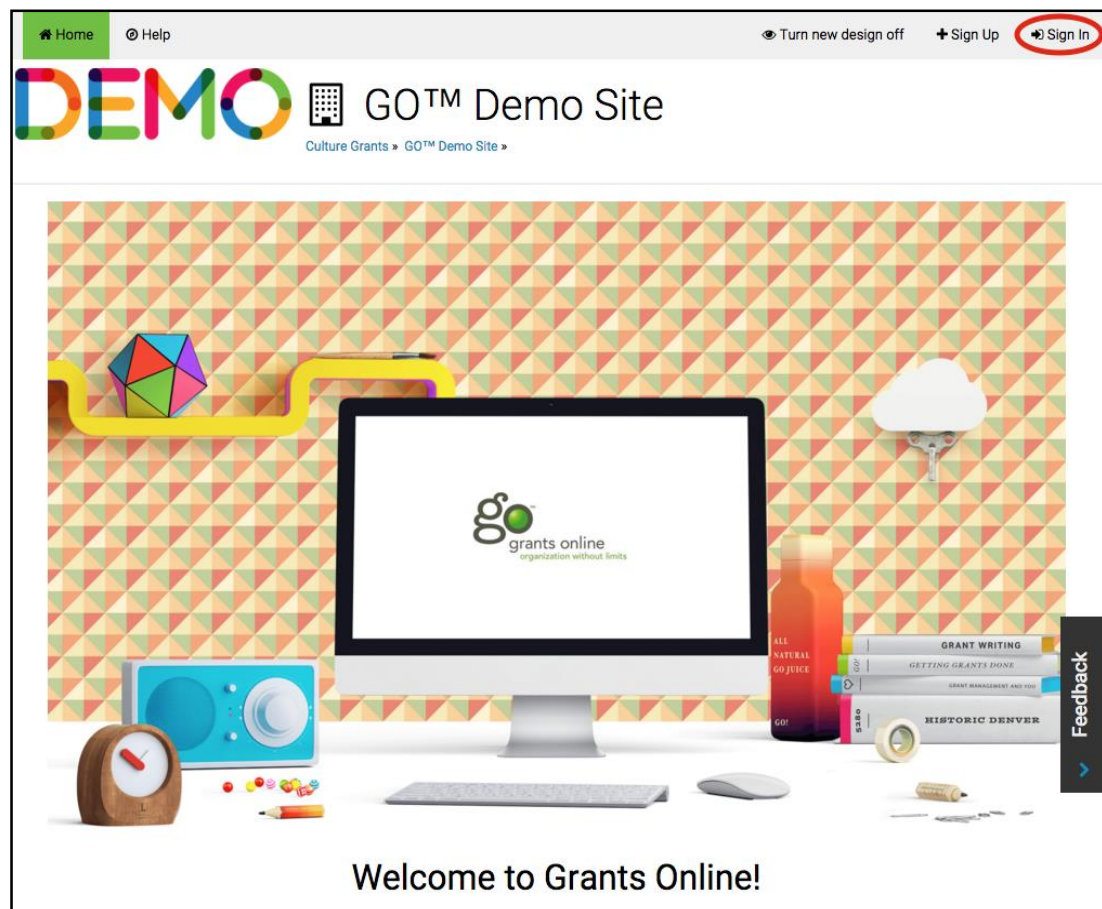
We have a New User Interface (UI), giving you a cleaner look and feel!

Logging In and Managing Your Account

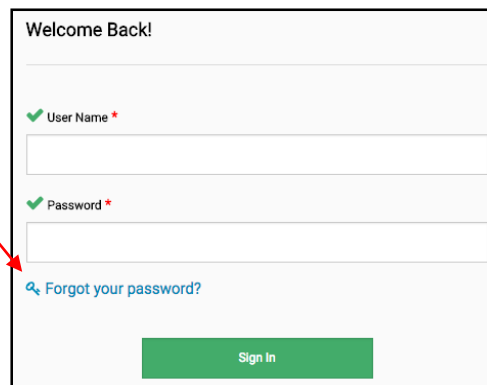
Signing In or Signing Up:

1. If you already have an account click  located in the upper right corner

If you need to create a new account click  and follow the instructions on the “Signing Up” document.



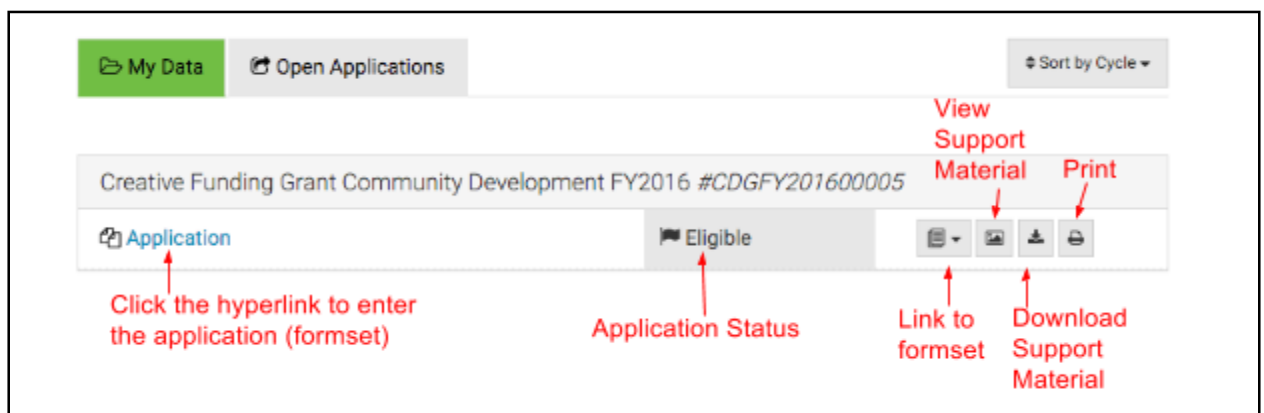
- You'll arrive at the **Sign In** page. Use your existing username and password to sign in (or use the [Forgot your password?](#) link to recover a lost username or password).



Sign In page titled "Welcome Back!". It features two input fields: "User Name" and "Password", both preceded by a green checkmark icon. Below the password field is a blue link that says "Forgot your password?". At the bottom center is a green "Sign In" button. A red arrow points from the text "Forgot your password?" in the instructions above to the link on the page.

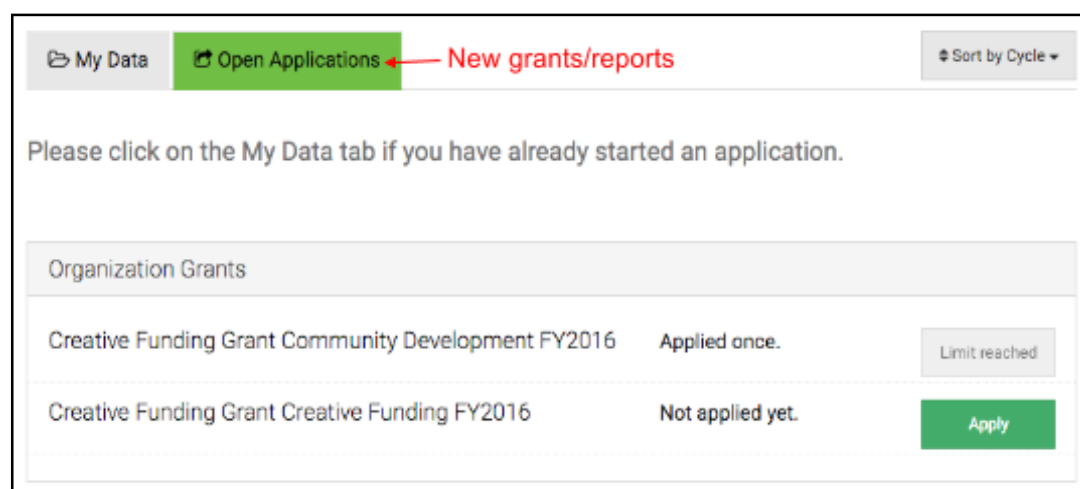
- Once logged in; you'll arrive at the **Dashboard**, which has two tabs in the upper left corner: **My Data** and **Open Applications**.

My Data has a complete list of any grant forms you have started or submitted.



Dashboard view for "My Data". The top navigation bar shows "My Data" (active) and "Open Applications". A "Sort by Cycle" dropdown is on the right. The main content area displays a table with one row for "Creative Funding Grant Community Development FY2016 #CDGFY201600005". The row has two main sections: "Application" (with a blue hyperlink icon) and "Eligible" (with a flag icon). To the right of the "Eligible" section are four icons: a document, a magnifying glass, a person, and a printer. Red annotations with arrows point to these elements: "Click the hyperlink to enter the application (formset)" points to the "Application" link; "Application Status" points to the "Eligible" flag icon; "View Support Material" points to the magnifying glass icon; "Print" points to the printer icon; "Link to formset" points to the document icon; and "Download Support Material" points to the person icon.

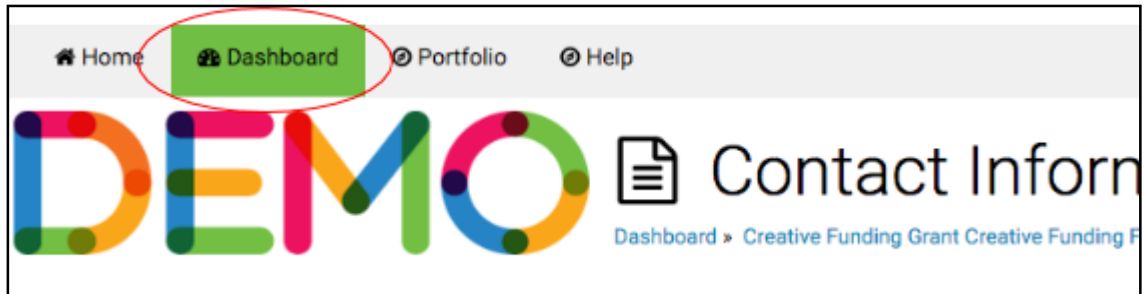
The **Open Applications** tab will take you to available new grant forms.



Dashboard view for "Open Applications". The top navigation bar shows "My Data" and "Open Applications" (active). A red arrow points to the "Open Applications" tab with the text "New grants/reports". Below the navigation bar is a message: "Please click on the My Data tab if you have already started an application." The main content area is titled "Organization Grants" and contains a table with two rows:

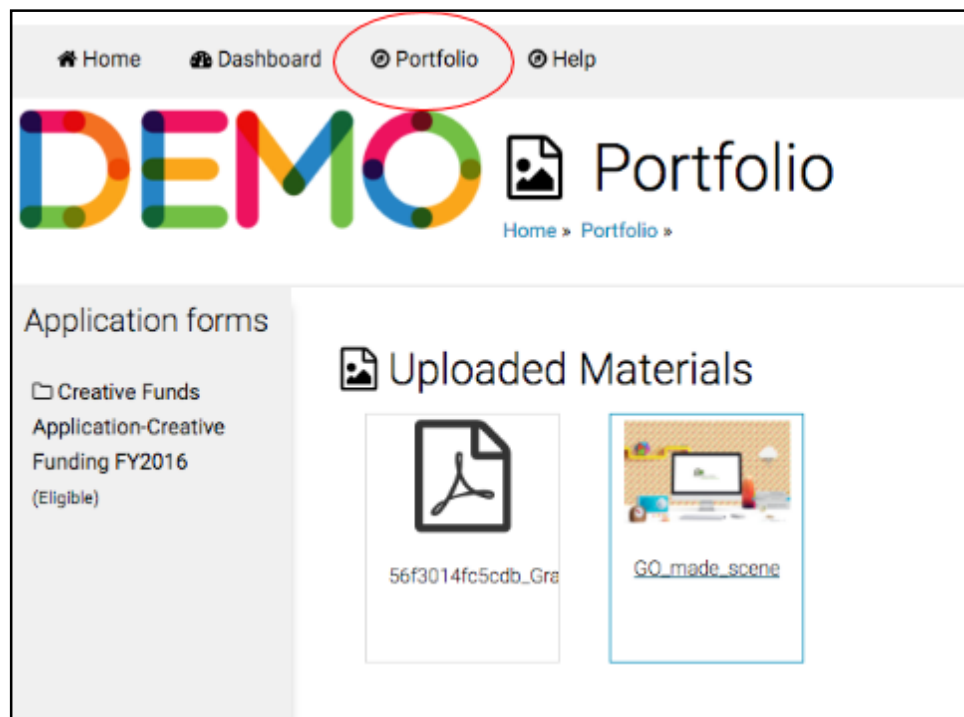
Organization Grants	Status	Action
Creative Funding Grant Community Development FY2016	Applied once.	Limit reached
Creative Funding Grant Creative Funding FY2016	Not applied yet.	Apply

Tip: Need to navigate back to grant applications?
From any page click on the **Dashboard** link on the top menu bar.



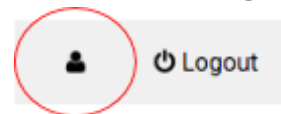
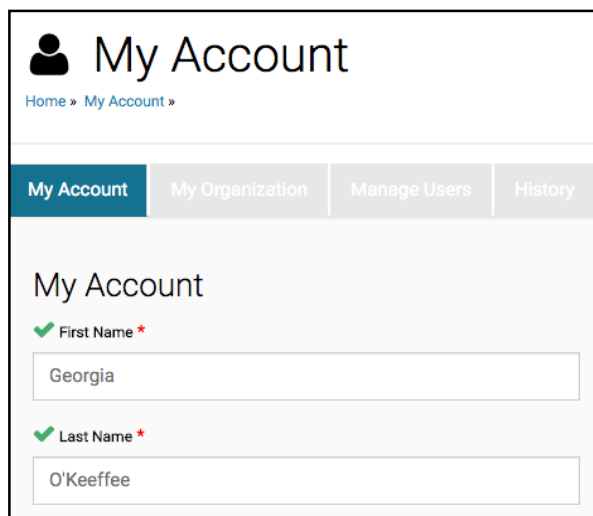
Portfolio:

The **Portfolio** page will show you all your uploaded support materials.



Managing Your Account:

To make edits to your account click on the person/user icon in the upper right corner next to **Logout**.





Once on the **My Account** page, you can update your information.



Remember to click save at the bottom of the page!




Note: You cannot edit certain fields on the Individual Page and the Organization Pages after initial sign up. The following locked fields appear grayed out with a lock icon on the **My Account** pages.

Individual page locked fields

 Username * <input type="text" value="TNtester"/>	 Would you like to associate this user account with an organization? * <input type="text" value="Yes"/>
-----------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Organization page locked fields

 Organization Role * <input type="text" value="Distributor/Direct Receiver"/>	 FEIN Number * <input type="text" value="000000000"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------

 State Senate District <input type="text" value="34"/>
 State House District <input type="text" value="5"/>
 Congressional District <input type="text" value="01"/>